

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Invitation for Bids
On-Call Janitorial Services
DCAM-16-NC-0067

Addendum No. 3
Issued: January 21, 2016

This Addendum No. 3 is issued by DGS on January 21, 2016. Except as modified herein, the Invitation for Bid (IFB) remains unmodified and is hereby published on the DGS website.

Item No. 1 **Revising Section A.1 Contract Type:**

Delete A.1.1 The Contract awarded pursuant to this IFB will be an Indefinite Delivery Indefinite Quantity (IDIQ) Contract based on fixed fully loaded hourly rates.

Replace With A.1.1 The Contract awarded pursuant to this IFB will be an Indefinite Delivery Indefinite Quantity (IDIQ) Contract based on fixed fully loaded hourly rates. The Department will order and the Contractor shall deliver at least a minimum of \$250.00 in goods and or services and the Department may order up to a maximum of \$500,000.00 in goods and services during the Contract Period.

Item No. 3 **QUESTIONS & ANSWERS:**

Question No. 1 “Will DGS consider modifying the solicitation to limit bids from vendors that are certified by DSLBD as CBE/SBEs in the category of janitorial services, related janitorial services or facility services. Failure to do so will allow all CBE/SBEs to respond regardless of category of certification. This could result in additional cost to the District.”

Answer: The Department will determine Bidder capability during the Bid Evaluation process.

Question No. 2 “Please describe the type of government facilities covered under the proposed contact (i.e. recreation centers, schools, office buildings, etc.);”

Answer: The proposed Contract will cover all buildings the jurisdiction of DGS including, but not limited to municipal buildings, recreation centers and schools.

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Question No. 3	“What will be the maximum value of the awarded contacts? The minimum is unreasonably low considering the staffing required.”
Answer:	See revised Section A.1.1
Question No. 4	“Will DGS consider a pilot contract that allows for DC residents in Ward 7 & 8 to be given preference or separate contract as allowed under the Procurement Practices Reform Act?”
Answer:	While the requirements remain unchanged, the Department will continue in collaboration with our partner agencies to look for and create new opportunities for District residents.
Question No. 5	“Section B.2, Equipment & Material, states that the "Department will furnish all janitorial cleaning supplies....." Does this include equipment?”
Answer:	No, the Contractor is responsible for providing all required equipment necessary to complete the requirements in accordance with the SOW.
Question No. 6	“The insurance requirements for this ID/IQ contract seem onerous? Will DGS consider reducing the insurance requirements (especially automobile) based on a potential contract that is less than \$1 million dollars?”
Answer:	No, this requirement remains unchanged as the Department is following the guidelines set and stipulated by the Office of Risk Management (“ORM”).
Question No. 7	“The bid form does not include an estimated number of hours for the work to be performed during the base/option years. Can an estimated number of hours be provided?”
Answer:	The estimated number of hours and staffing will be determined as the need for services arise.

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- Question No. 8 “An IDIQ type of contract does not seem appropriate for these services. This type of contract does not allow for continuity of staffing to meet the need of DGS. If funding is an issue, will DGS consider a hybrid contract that includes a fixed price portion and on-call provision? This solicitation seems to replace a previous solicitation for janitorial contracts at multiple recreation centers.”
- Answer: The needs of the business dictate the procurement methods chosen. At this time, the IDIQ Contract vehicle is the most advantageous contract method to the Department. This is an On-Call Janitorial Services requirement, supplemental to any standard fixed janitorial service contracts.
- Question No. 9 “The response time for emergency requests seems unreasonable considering travel time/construction in DC. Does response time mean answering the call for services or being on-site? Suggest that response time be changed to "no more than 3 hours on-site staffing after notification by COTR.”
- Answer: The Contractor shall respond to emergency calls by phone, within one (1) hour of requests by the COTR.
- Question No. 10 “Will an economic adjustment be made if the District Living Wage is increased during the term of the contract?”
- Answer: Upon request from the Contractor, any economic adjustments will be made by the Department as required by law.
- Question No. 11 “Is it possible to have an estimate of square footage per visit for the on call janitorial services?”
- Answer: No, the On-Call Janitorial Services requirements will be Task Order driven. As the need for services arises, the Contractors will be offered an opportunity to visit the site, determine the square footage and other requirements, and submit a proposal based on the fixed fully loaded hourly rates in the Contract.

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- Question No. 12 “In regards to the documents required for the On-Call Janitorial Bid are we to get the “First Source Agreement” signed by the Associate Director prior to submitting the form with our bid?”
- Answer: No, the Associate Director will sign the First Source Agreement upon award.
- Question No. 13 “Are Contractors subject to the living wage rate of \$13.890 per hour effective January 2015, for this contract?”
- Answer: The Contractor is subject to the Living Wage and Service Contract Act. Contractors must pay the higher of the two.
- Question No. 14 “In regards to the on call Janitorial Services from last year, can you provide the award amount / hourly rate for labor and supervisor services that won last year / last contract awarded?”
- Answer: The Department is committed to a transparent, open form of government. Please submit these request to the FOIA Officer. More information regarding FOIA request can be found on the DGS Website: <http://dgs.dc.gov/page/open-government-and-foia-dgs>

All other terms and conditions remain unchanged.


Kimberly Gray
Supervisory, Contract Specialist
Goods & Services


Date

- End of Addendum No. 3 -